

No Problem

Envelopes
Line above address

CX 40 I or 30 I

end line after
CX 5

attention line
CX 11

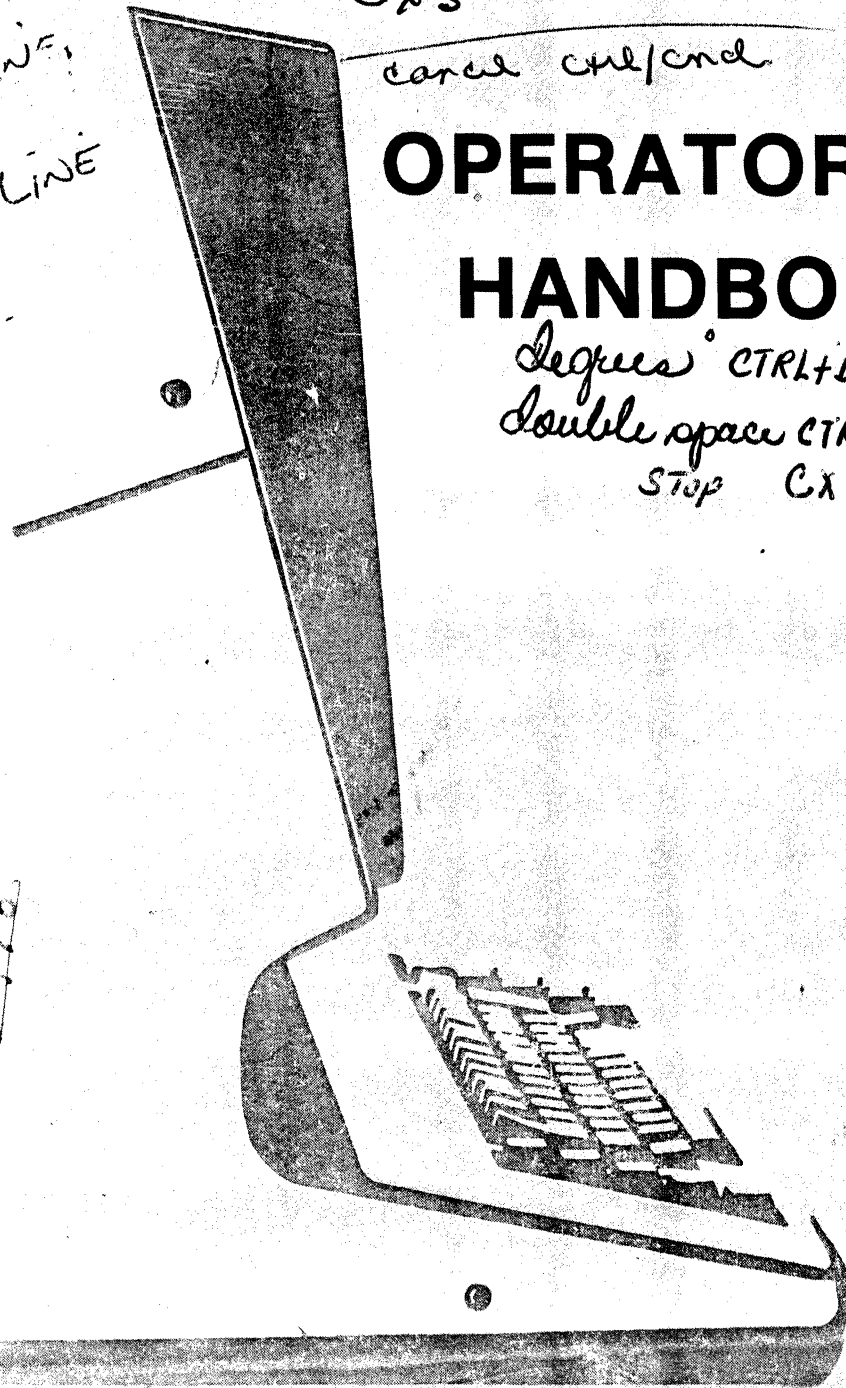
ABOVE ATTN LINE
CX 11
BELOW ATTN LINE
CX 5

cancel ctrl/cnd

OPERATOR

HANDBOOK

degrees CTRL+D
double space CTRL+K V
stop CX V



Signatures
(318) 277-1410

LANIER[®]
LANIER TYPING SYSTEMS

legal page

1st no more than 60

2nd page 70

Letter head

V-44

2nd. 51

Left margin 6 spaces

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LANIER BUSINESS PRODUCTS, INC.

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Atlanta, Georgia 30324

HANDBOOK OF COMMANDS

NOTE: For all commands shown, portions in brackets indicate options.

EXAMPLE:

SCRN + E + (W,L,P,R) + EXEC

gives you the options of:

SCRN + E + W + EXEC or
SCRN + E + L + EXEC or
SCRN + E + P + EXEC or
SCRN + E + R + EXEC.

You may tear along the perforations to create a set of alphabetical index cards. These cards are numbered. The DIRECTORY refers you to these card numbers. If you keep a file box, store the cards in numerical order.

DIRECTORY

FUNCTION	CARD	FUNCTION	CARD
Assemble.....	1	List (merge).....	30
Bell zone.....	2	List with save.....	31
Bold characters.....	3	List with numeric.....	57
<u>Center line par rem.....</u>	<u>4</u>	Local mode.....	32
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Character spacing.....	6	<u>Margin settings.....</u>	<u>34</u>
Combine pages.....	7	<u>Memorize a page.....</u>	<u>35</u>
Combine texts.....	7	<u>Memorize succ. pages... </u>	<u>35</u>
Controlled return.....	8	Move column,l,p,r.....	36
Ctrl/x - special app.....	9	Number pages (auto)...	37 ✓
<u>Delete character.....</u>	<u>10</u>	Numeric mode.....	38
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<u>Delete diskette.....</u>	<u>11</u>	Overstrike.....	40
<u>Delete page (file).....</u>	<u>11</u>	<u>Page length.....</u>	<u>41</u>
<u>Delete text (file).....</u>	<u>12</u>	<u>Page width.....</u>	<u>42</u>
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<u>Disc drive selection.....</u>	<u>13</u>	<u>Print page (file).....</u>	<u>44</u>
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Hyphenate (manual).....	22	Special symbols.....	54
Indent tab, line.....	23 ✓	Split paragraph.....	55
<u>Index (access,print).....</u>	<u>24</u>	Split text in file.....	55
<u>Insert blank line.....</u>	<u>25</u>	Superscript & Subscript .	40
<u>Insert paragraph.....</u>	<u>25</u>	<u>Tab set/clear.....</u>	<u>56</u>
<u>Insert char.....</u>	<u>26</u>	Tab-to-block.....	57 <i>drum</i>
<u>Insert word.....</u>	<u>26</u>	Underline (auto).....	58
Insert new page.....	27	<u>Underline erase.....</u>	<u>58</u>
<u>Justify & Jus. erase.....</u>	<u>28</u>	<u>Update page in file.....</u>	<u>59</u>
<u>Line spacing.....</u>	<u>29</u>	Upper case mode.....	60

A Troubleshooting Guide may be found on cards 61—64

1. Position locator.

2. FILE + A + page name + EXEC

BELL ZONE

2

1. Position locator.

2. FRMT + Z

BOLD CHARACTERS

3

1. CTRL/X + B where bold begins.

2. CTRL/X + E where bold ends.

SCRN + C + (L,P,R) + EXEC

*Just for first,
then center*

CENTER TEXT VERTICALLY
ON PAGE DURING PRINTING

5

(i.e. equalize blank space at top and bottom)

1. Count lines used.
2. Subtract from 66 (11" paper) or 84 (14" paper)
3. Divide by 2.

Answer is blank lines needed at top/bottom to center the text vertically on the page.

4. Position paper in printer and roll down number of blank lines required.

CHARACTER SPACING ADJUSTMENT
(WHOLE PAGE):

6

CRMT + C + (4-9) + EXEC

divide desired pitch into 60

10 pitch = C6

12 pitch = C5

15 pitch = C4

CHARACTER SPACING ADJUSTMENT (PART OF PAGE):

CTRL/X + number + H

(where new pitch starts).

COMBINE PAGES INTO A TEXT

7

FILE + INS + P + page to be moved + SPACEBAR + page to precede moved page + EXEC

COMBINE TEXTS

FILE + INS + T + first page of text to be moved + SPACEBAR + page to precede moved text + EXEC

CONTROLLED CARRIAGE RETURN (Soft Carriage Return)

8

Hold down **CTRL** and press **RETURN.**

CTRL/X – SPECIAL APPLICATIONS

9

CTRL/X + (1-99) + (U,D) . . . Move paper up/down 1-99 incr.
1-99 = incr. of 1/48 of inch.

CTRL/X + D Return to baseline.

CTRL/X + U Move paper up 2 increments.

CTRL/X + S Printer will stop printing.

CTRL/X + R Next line will be printed next to
line just printed.

CTRL/X + L Next line will overprint what's
just been printed.

CTRL/X + (1-99) + i Indents rest of text.

CTRL/X + i Stop special indent — return to
left margin from now on.

CTRL/X + i Ignore offset setting.

CTRL/X + (. Print nothing from this point.

CTRL/X +) End of printing inhibition that
began with CTRL/X + (

DELETE CHARACTER

10

Locator on character. Touch **DEL/CHAR**

DELETE WORD, LINE, PAR, REM

SCRN + DEL/CHAR + (W,L,P,R) + EXEC

DELETE DISKETTE

11

FILE + DEL/CHAR + D + name of diskette + EXEC

DELETE PAGE FROM FILE

FILE + DEL/CHAR + P + name of page + EXEC

DELETE TEXT FROM FILE (WHOLE TEXT)

12

FILE + DEL/CHAR + T + name of first page of text + EXEC

DELETE TEXT FROM FILE (LATTER PORTION)

**FILE + DEL/CHAR + T + name of first page of portion +
EXEC**

DELETE TEXT FROM FILE (FIRST PORTION)

1. FILE + E + first page of portion to be preserved + EXEC.

2. FILE + DEL/CHAR + T + name of first page of text +

DISC DRIVE SELECTION

13

FILE + ↑ + EXEC

OR

FILE + ↓ + EXEC

DUPLICATE DISKETTE

14

1. Original in lighted drive.

2. FILE + D + D + EXEC

DUPLICATE PAGE/TEXT ONTO ANOTHER DISKETTE

1. Original in lighted drive.

2. FILE + D + (P or T) + name of page/text + EXEC

| |

page text

ECHO MODE

15

SCRN + O

(Repeat to cancel. Or press CNCL).

ERASE WORD, LINE, PAR, REM

16

1. Position locator.

2. $\boxed{\text{SCRN} + \text{E} + (\text{W}, \text{L}, \text{P}, \text{R}) + \text{EXEC}}$

ERASE SCREEN

$\boxed{\text{SCRN} + \text{E} + \text{A} + \text{EXEC}}$

FOOTERS

17

1. Recall first page of text, then erase screen.

2. Type and memorize footer as a normal page.

3. $\boxed{\text{SCRN} + \text{S} + \text{F} + \text{name of footer page} + \text{EXEC}}$

4. $\boxed{\text{FILE} + \text{P} + \text{text name} + \text{SPACEBAR} + \text{T} (+\text{C} + \text{R}\#) + \text{F}}$
 $\boxed{+ \text{EXEC}}$

FORCE A PAGE DURING REPAGING

18

$\boxed{\text{CTRL/X} + \text{F}}$

(where new page is to be forced).

For each variable block, press **CTRL** — hold down and press **i**.

HEADERS

20

1. Recall first page of text, then erase screen.
2. Type and memorize header as a normal page.
3. **SCRN + S + H + name of header page + EXEC**
4. **FILE + P + text name + SPACEBAR + T (+C + R#) + H + EXEC**

HYPHENATE (AUTOMATIC)

21

1. **HOME + HOME**
2. Hold down **CTRL** — press **BACKSPACE**
3. Adjust shading with arrows.
4. **CTRL/BACKSPACE** to execute and continue search.

Continue: **CTRL/BACKSPACE**, **ARROW**, **CTRL/BACKSPACE**, **ARROW**, etc. To avoid hyphenating a word

1. Locator on line where first word is to be hyphenated.
2. Hold down **CTRL** — press **BACKSPACE**
3. Adjust shading with arrows.
4. **EXEC**

HYPHENATE CANCEL

1. Locator on line containing hyphenated word.
2. **INS + CNCL**

INDENT TAB

1. Position locator.
2. **FRMT + i** (Repeat to clear.)

INDENT LINE

1. Set indent tab. 2. Position locator at left margin.
3. **INS + TAB + CNCL**

DELETE INDENTATION OF LINE,PAR,REM

1. Locator on line where deleting is to begin.
2. **SCRN + DEL/CHAR + i + (L,P,R) + EXEC**

INDEX (access)**FILE + i + EXEC**INDEX (print)

1. **FILE + i + EXEC**
2. **SCRN + P + EXEC**

INSERT BLANK LINE

25

1. Position locator at point of insertion.
2. Hold down **CTRL** — touch **INS**

INSERT PARAGRAPH

1. Locator on first letter of paragraph that is to follow insertion.
2. **INS**
3. Type new paragraph. End with 2 hard returns.
4. **CNCL**

INSERT CHARACTER OR WORD

26

1. Position locator where new letter/word will appear.
2. **INS**
3. Type letter/word.
4. **SPACEBAR** (for word, not letter)
5. **CNCL**

INSERT NEW PAGE INTO TEXT ON FILE

27

**FILE + M + name of new page + SPACEBAR + page to
precede new page + EXEC**

1. Position locator on line where you wish to begin.
2. $\boxed{\text{SCRN} + \text{J} + (\text{L,P,R}) + \text{EXEC}}$

JUSTIFY ERASE

1. Position locator on line where you wish to begin.
2. $\boxed{\text{SCRN} + \text{J} + \text{E} + (\text{L,P,R}) + \text{EXEC}}$

**LINE SPACING ADJUSTMENT
(WHOLE PAGE)**
 $\boxed{\text{FRMT} + \text{S} + (1-99) + \text{EXEC}}$

|
divide lines per inch by 6

Half spacing.S4	Double spacingS16
Single spacingS8	Triple spacingS24
One and a half spacing. .S12	

LINE SPACING ADJUSTMENT (WITHIN A PAGE)
 $\boxed{\text{CTRL/X} + \text{number} + \text{V}}$ (where new spacing is to begin).

 $\boxed{\text{CTRL/X} + \text{V}}$ (to return to normal line spacing).
LIST (MERGE)
 $\boxed{\text{CTRL/FILE} + \text{L} + \text{letter name} + \text{SPACEBAR} + \text{list name}}$
 $\boxed{+ \text{SPACEBAR} + \text{options} + \text{EXEC}}$
OPTIONS:

C = Continuous

F = Footnote

N = Number pages

H = Heading

S = Save

LIST (with numeric mode): See card 57.

LIST (WITH SAVE)

31

1. Blank screen.
2. SCRN + S + T + name for saved text + EXEC
3. CTRL/FILE + L + letter name + SPACEBAR + list name
+ SPACEBAR + S + EXEC

LIST (WITH SAVE) ON ANOTHER DISC

1. Select other drive.
2. Set target as in no. 2 above.
3. Select original disc drive.
4. Give list command as in no. 3 above.

LOCAL MODE

32

SCRN + L (Repeat to cancel. Or press CNCL.)

LOCATOR – RAPID MOVEMENT

33

HOME + HOME ... Locator to H1,V1.
HOME + RLocator to right margin.
HOME + ULocator to top of page.
HOME + DLocator to bottom of page.
HOME + ARROW..Locator to edge of screen in that direction.
HOME + FLocator to end of text.

MARGIN SET (LEFT OR RIGHT)

34

1. Position locator.

2. FRMT + (L,R)

cm-1

NON-PERFORATED PAPER:	Margin width	1"	1.5"	2"	
	Left margin	H1	H6	H11	
	Right margin	H66	H61	H56	
PERFORATED CONT. PAPER:	Margin width	.5"	1"	1.5"	2"
	Left margin	H1	H6	H11	H16
	Right margin	H77	H71	H66	H61

All settings computed with paper guide set so that the printer striking arm is 1" from left edge of paper when carriage is fully left.

MEMORIZE (FILE) A PAGE

35

FILE + M + name + EXEC

MEMORIZE (FILE) SUCCESSIVE PAGES

1. FILE + M + name + EXEC (after typing first page).

2. FILE + M + EXEC (after each successive page).

MOVE COLUMN

36

1. Set left and right margins around column.
2. Locator on first line of column.

3. SCRN + M + (R, or one L per line) + EXEC

MOVE LINE,PAR,REM

1. Locator on first line of portion to be moved.

2. SCRN + M + (L,P,R) + EXEC

3. Arrows.

4. CNCI

1. $\boxed{\text{CTRL/X} + \#}$ on each page at desired position.
2. Print text from file, touching $\boxed{\text{N}}$ before $\boxed{\text{EXEC}}$.

NUMBER PAGES BEGINNING WITH NUMBER OTHER THAN ONE

1. $\boxed{\text{CTRL/X} + \#}$ on each page at desired position.
2. $\boxed{\text{SCRN} + \text{S} + \# + (2-999) + \text{EXEC}}$
3. Print text from file, touching $\boxed{\text{N}}$ before $\boxed{\text{EXEC}}$.

NUMERIC MODE

38

 $\boxed{\text{SCRN} + \text{N}}$ (Repeat to clear.)

SET REFERENCE POINT OTHER THAN DECIMAL:

 $\boxed{\text{SCRN} + \text{S} + . + \text{desired reference point}}$

OFFSET FUNCTION

39

- Enter in local mode. ($\text{SCRN} + \text{L}$).
2. Press ~~SPACEBAR~~ once for each character position that body of text will be offset from left margin.
 3. Press $\boxed{\text{SCRN} + \text{S} + \text{O} + \text{EXEC}}$ (S = Set. O = Offset).

From now on all text will be "offset" from the margin according to the number of spaces indicated. This will continue until you re-program the typewriter or change the offset again.

CTRL/W + any character that is to overstrike preceding character

SUPERSCRIPT AND SUBSCRIPT

CTRL/X + Y to precede raised symbol.

CTRL/X + Z to precede lowered character.
(See also card 9).

PAGE LENGTH

41

FRMT + V + no. of lines + EXEC

Top/Bottom Blank Space	1"	2"	3"
Line Spacing	S D T	S D T	S D T
V Setting-11" Paper	54 27 18	42 21 14	30 15 10
V Setting-14" Paper	72 36 24	60 30 20	48 24 16

Use above diagram as follows:

1. Select top and bottom blank space.
2. Choose line spacing.
3. Read VP setting opposite paper length.

PAGE WIDTH

42

FRMT + H + no. of characters + EXEC

WIDTH	Length	WIDTH	Length
80	1-99	144	1-54
96	1-83	160	1-49
112	1-71	208	1-37
128	1-62	254	1-30

CAUTION: Material on screen is automatically erased.

PRINT CANCEL.

43

Hold down **CTRL** and press **CNCL**

PRINT PAGE FROM FILE.

44

FILE + P + page name + SPACEBAR ( + R#) + EXEC

|
continuous

|
multiple copies

PRINT PAGE FROM SCREEN.

45

SCRN + P ( + R#) + EXEC

|
continuous

|
multiple copies

PRINT TEXT

46

FILE + P + name first page + SPACEBAR + T

(+C +R#) + EXEC

| |
cont. multiple copies

Tells printer what size paper you are working on.

PRINTER PAGE ADJUSTMENT

47

FRMT + P + (1-99) + SPACEBAR + (0-7) + EXEC

length of paper x 6			decimal
2 inch paper	=	P12	
5 inch paper	=	P30	
8½ inch paper	=	P51	
11 inch paper	=	P66	
14 inch paper	=	P84	

Don't forget to set top-of-form before printing.

PROTECT A TABLE OR CHART DURING REPAGING 48

CTRL/X + P

(at beginning of material)

CTRL/X + &

(at end of material)

Hold down **CTRL** and press **SPACEBAR**.

Words on either side will always appear on same line.

RECALL A PAGE FROM THE FILE

50

FILE + R + page name + EXEC

RECALL SUCCESSIVE PAGES OF A TEXT

1. **FILE + R + name of first page + EXEC**
2. **FILE + EXEC** (for each successive page.)

REFORMAT

51

1. Location on line and character position where you wish to begin.

2. **SCRN + R + (L or R) + (L,P,R) + EXEC**

|
left or right

|
line,par,rem

3. Reset margin if you reformatted narrower.

FILE + N + (P,T,D) + present name + SPACEBAR + new

page, text,diskette

name + EXEC

NOTE: For text, name first page of text.

REPAGE

CTRL/FILE + R + name of existing text + SPACEBAR + name
of text to be created + SPACEBAR + OPTIONS + EXEC

OPTIONS:

- H.....No widow lines
- P.....Whole paragraphs
- V.....View pages during repaging
- L + #.....Length of each page
- A.....Repage on other disc drive

SPECIAL SYMBOLS

CTRL/p	Paragraph symbol	CTRL/4	Vertical line
CTRL/s	Section symbol	CTRL/5	High underline
CTRL/r	Registered	CTRL/1	Mid underline
CTRL/c	Copyright	CTRL/2	Low underline
CTRL/d	Degree	CTRL/3	Less than
CTRL/D	Dagger	CTRL/8	Greater than
CTRL/=	Divide symbol	CTRL/9	
CTRL/m	Trademark		

SPLIT A PARAGRAPH IN TWO

55

1. Locator on first letter of sentence that will begin the new paragraph.
2. **INS**
3. Two hard returns.
4. **CNCL**
5. Delete space at beginning of new paragraph.

SPLIT A TEXT IN TWO

FILE + E + page name from where text is to be split + EXEC

TAB SET

56

1. Position locator.
2. **FRMT + T** (Repeat to clear).

CLEAR ALL TABS AND MARGINS

FRMT + K

TAB-TO-BLOCK (for creating a form letter)

57

To create variable block symbol: Hold down **CTRL** — press **B**.

For LIST function in which numeric mode is used, type

CTRL/H + CTRL/B

instead of CTRL/B where columns of aligned numbers are to be inserted. Then **FRMT + T** in line number of column.

UNDERLINE (AUTOMATIC)

58

SCRN + $\overline{\text{=}}$ (Repeat to clear.)

UNDERLINE ERASE

1. Locator where you wish to begin.

2. **SCRN + E + (W,L,P,R) + EXEC**

word, line, par, rem

touch this
key - **[$\overline{\text{=}}$]** **SCRN + $\overline{\text{=}}$ + E + (W,L,P,R) + EXEC**

UPDATE A PAGE

59

To use page on screen to update last recalled page:

FILE + U + EXEC + EXEC

To use page on screen to update any page on file:

FILE + M + name of page in file + EXEC + EXEC

UPPER CASE MODE

60

SCRN + U (Repeat to clear.)

PROBLEM**SOLUTION**

Setting Margins

Make sure you are not setting left margin after right margin or right margin before left margin.

Setting Tabs — Not all tabs are visible when page is recalled.

Maximum tab settings are 28 in any document.

Justify Symbols do not appear to the left of your text

Ensure you have at least four spaces to the left of your margin to accept the symbols.

Some printed lines are not justified

There are special printer symbols in your text. Lines with these symbols do not justify.

Giving a command — tone sounds

Recheck command sequence. Make sure you are not in lower case.

Giving print command — "Error" appears on Information Line

Check ribbon. See if cover is secure. Press CTRL/CNCL to cancel aborted print command.

Recalling or memorizing — tone sounds and "Error" appears

Be sure you are in lower case. Are you giving the right name? Are you using a lower case "L" when you mean the number 1?

Memorize a successive page using FILE + M + EXEC and "Error" or "Not Found" appears

You have broken the sequence of successive filing. Press FILE + M + name of new page + SPACEBAR + name of page it is to follow + EXEC.

Character or line spacing is wrong

Check printer. Check character or line setting on info line.

Error Indicator	Meaning	Solution
000000000 000000000 000000000 000000000	Disc drive malfunction.	Repeat start-up procedure. If error persists, call your LANIER Representative. Use alternate disc drive.
111111111 111111111 111111111 111111111	Program disc error.	Repeat start-up procedure. Try another program disc. Call your LANEIR Representative.
222222222 222222222 222222222 222222222	Disc is not a program disc.	Repeat start-up procedure using a program disc.
Disc drive lamp does not light when you insert the program disc.	Disc not inserted properly in the disc drive.	Press reset — re-insert disc, label side up with the small notch to your left.

Message	Meaning	Solution
Check error.	Normally means a printing malfunction.	Cancel — then repeat the command. If this persists, call your LANIER Representative.
Checksum	Disc drive unable to read the disc properly, usually meaning a worn or damaged disc.	Try another disc. If problem persists call your LANIER Representative.
Disc Error.	Disc drive or disc malfunction.	Try another disc. If problem persists call your LANIER Representative.
Error	Improper command.	Make sure keyboard is in the lower case. Press "CNCL" and reprogram the command.
FULL (Memory) FULL (Screen)	Disc is full. Screen is full.	Replace disc. Extend video page.
Not found.	Recalled page is not on the disc.	Check the file index for the correct page name.
Not ready.	Disc drive does not contain a disc. Disc is not preformatted.	Load disc drive with a preformatted disc.
Read only.	You have a protected disc in the disc drive.	Remove tape from over the notch on your disc.
Timeout	Printer malfunction.	"CNCL" and repeat your command. If problem persists, call your LANIER Representative.
Used	Printer is in use.	Wait until the printer stops printing then reprogram your print command.

Message	Meaning	Solution
Bad index.	1. Index inserted has a bad/invalid index. 2. Index not updated for page memorized.	1. Use another disc. 2. Disc must be recovered by your LANIER Representative.
Bad diskette.	1. During memorize or update — material not updated or memorized. 2. Memory error.	1. & 2. Do NOT call up the index. Attempt to memorize. Use another disc if necessary.
Error 20	Vertical page extended to accept insertion.	
Error 30	Attempting to memorize on a protected disc.	Change discs or remove protective tape.
Error 31	Activity Flag Error.	Do not call up index. Rememorize.
Error 32	Index Error.	Do not call up index. Rememorize.
Error 33	Disc Sector Error.	Do not call up index. Rememorize.
Error 34	Disc Track Error.	Do not call up index. Rememorize.
Error 35	Timeout.	Do not call up index. Rememorize.
Error 36	Disc was full on a previous memorize. Occurs when that page is recalled. (See Full).	Duplicate page to another disc. Check to see material that was not memorized. Re-keyboard missing info.
Error 37	Occurs when a page is recalled. Error somewhere on that page (checksum).	Duplicate the page to another disc. If necessary, duplicate the entire disc.
Error 50	Printer Error.	CTRL/CNCL and repeat command.
Error 51	Printer Error.	CTRL/CNCL and repeat command.
	End of text.	Last page of a text has been recalled.

the space: on line above typing line, = CTRL + X + 16 + V = (16V)
Step CTRL + X + V = V

CS
L 1
R 7

7 2 2
0 6 4

7 + C + 5

on Legal Letterheads set V for 60,
2nd page re. set it for 70

Symbols - copying

" " " H E

upper case mode

ctrl + U

repeat to clear

underline

ctrl + =

repeat to clear